

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

March 25, 1942

ADMINISTRATOR'S MEMORANDUM NO. 5 ✓

Standardization and Elimination of Forms

Secretary's Memorandum No. 976 assigns each Administrator the responsibility of reviewing all forms used in his administration with a view to standardizing, simplifying, and, where possible, eliminating forms now used. This is in response to a circular issued by the Bureau of the Budget.

The staff offices of the Department will consult with representatives of this and other administrations in reviewing forms used in personnel, fiscal, property and similar staff functions. We are, in addition, required to examine forms used directly in carrying out our programs.

I am designating the following representatives of the branches and divisions, whose use of forms will not be reviewed in cooperation with the staff offices of the Department, to serve as a committee for examining the use of program forms:

Mr. Dwight W. Davidson	Distribution Branch
Mr. Richard L. Burton, Jr.	Investigations Division
Mr. John W. Stewart	Purchase Branch
Dr. Edmund Vial	Dairy and Poultry Branch
Mr. C. L. Finch	Cotton Branch
Mr. J. V. Morrow	Tobacco Branch
Mr. T. A. Sommers	Grain, Feed and Seed Branch
Mr. R. D. Conklin	Livestock Branch
Mr. E. M. Graham	Fruit and Vegetable Branch
Mr. Rodger R. Kauffman	Commodity Exchange Branch
Mr. H. S. Yohe	Transportation and Warehousing Branch

Mr. Fred J. Hughes, Chief of the Administrative Services Division, will act as chairman of this committee.

Roy F. Hendrikum
Administrator

